JULIANA JOHNSON SIMON,

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+255623095745,

DAR ES SALAAM,

29TH, APRIL,2023.

Respected Sir/Madam,

**REF: APPLICATION FOR RECEPTION POSITION.**

With the enclosed resume, I would like to express my sincere interest in the reception position you have available. As an ambitious professional with equitable knowledge and skills and my experience gained in the field I will make a valuable asset to the organization.

The following is a summary of my skills and experience which are further detailed in my resume.

* Excellent communication skills both verbal and in writing, team working and a good leader.
* Advanced understanding of basic office applications, including Microsoft Office (Word, Excel, PowerPoint) and various software platforms.
* Organization and time management.
* Detail oriented and a well-organized individual.
* Multitasking, adaptive and flexible in arranging my work priorities.

I do hope with the skills gathered, experience, aspirations and intentions to advance in my career and commitment to achieve the intended objectives while serving my country, my request will meet with deep considerations and receive a favorable reply.

Yours Sincerely,

Juliana Johnson Simon.